

18 MAR 1977

MEMORANDUM FOR: Chief, Personal Affairs Branch
FROM: [REDACTED]
Chief, Benefits and Services Division
SUBJECT : Reports of 1976 Audits

1. Attached are copies of the following 1976 Audit Reports:

Consolidated Charities Committee

Public Service Aid Society

Educational Aid Fund

Please express my appreciation to [REDACTED] for the accurate and effective manner in which these records have been maintained.

2. The Audit Reports were reviewed with the Deputy Director of Personnel. He has asked that we take the following action with regard to the Educational Aid Fund:

- a. Establish a loans receivable account.
- b. Remind him to inform the EAF Board in May of this accounting change.
- c. Establish a procedure of writing off old loans one year after follow-up letters that remain unanswered.
- d. Determine if payroll deduction can be provided for EAF. It is believed that Finance did not have sufficient computer fields available when payroll deductions were established for PSAS. Suggest a review of your files and some initial discussions with [REDACTED] to determine what is required.

3. Please advise me when the EAF loans receivable account is established so that we can prepare a response to the Audit Staff.

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